Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

Submitted Date 05/02/2016	Employee Requisition Number	**JOB OPPORTUNITY**

Title/Position:

IT ANALYST

Pay Grade SG 14	Salary Range $51,188-66,809	Classification Full Time	
Department: SURVEILLANCE MANAGEMENT	Location: Tulsa	Location Code: 33F	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Information Technology Manager, the Systems Analyst responsibility is to implement and support the IT infrastructure to allow the Office of Public Gaming to regulate and enforce compliance with Muscogee (Creek) Nation laws and OPG regulations.
Principal Duties and Responsibilities:	1. Evaluate, plan and implement new projects as designated by the Gaming Commissioner and/or his delegates. 2. Re-evaluate existing IT infrastructure, Policies and Procedures for both potential performance limitations and propose improvements if requested. 3. Support OPG in the Audit and Compliance evaluation of the various Muscogee (Creek) Nation casinos' IT operations (and others) as requested. 4. Acquire, configure and maintain development, test and production servers. Support development, test and production servers including after-hours support and monitoring server usage and up-time. 5. Interface with vendors to obtain required equipment and software in a timely manner while ensuring proper audit and budget controls are met. 6. Document technical requirements, develop and oversee project plans and implement change control procedures. Facilitate design sessions and architectural reviews. Participate in technical advisory roles, as required. Mentor associates and foster a learning and growth environment. 7. Perform additional non-IT duties within employee's capabilities in support of OPG if requested. 8. Other duties as assigned.
Minimum Requirements:	1. Bachelor's degree in Computer related field (or equivalent experience or combination) 2. Three to five years Job experience in related IT Discipline 3. Knowledge of enterprise supported hardware, software and operating systems to include configuration and connectivity. 4. Ability to investigate and analyze information and to draw conclusions.

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	5. Ability to plan, implement, test, and troubleshoot system software. 6. Ability to develop systems solutions for operational problems. 7. Knowledge of computer flow charts and of programming logic and codes. 8. Ability to determine computer problems and to coordinate hardware and/or software solutions. 9. Ability to communicate technical guidance and instruction to users on the use of PC and/or mainframe applications and systems. 10. Ability to write technical instructions in the use of programs and/or program modifications. 11. Records maintenance skills. 12. Knowledge of computer security procedures and protocol. 13. Knowledge of federal copyright laws as they pertain to the use of computer software. 14. Ability to determine the nature of computer hardware and systems software problems, and to communicate technical guidance and information to users. 15. Ability to learn and support new hardware, software and operating systems. 16. Strong interpersonal skills.
Preferred Requirements:	1. Cisco Certified Network Associate (CCNA) Certification 2. Microsoft Certification (MCSE) or equivalent certification in relevant programs 3. VMware Certified Associate - Data Center Virtualization (VCA-DCV) 4. Certification Information Systems Security Professional (CISSP) Certification
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Muscogee (Creek) Nation Gaming License

Competencies:

Customer Service: Responds promptly to customer needs.

Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

Written Communication: Writes clearly and informatively; Able to read and interpret written information.

Teamwork: Balances team and individual responsibilities.

Visionary Leadership: Inspires respect and trust.

Ethics: Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support: Follows policies and procedures; Supports organization's goals and values.

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Quality: Demonstrates accuracy and thoroughness.

Quantity: Completes work in timely manner.

Safety and Security: Observes safety and security procedures.

Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability: Follows instructions, responds to management direction.

Physical Demands:
While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐Up to 50 lbs. ☐Up to 100 lbs. ☐Over 100 lbs.
☐Physical Exam Required

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles   ☐ Outside weather conditions   ☐ Toxic or caustic chemicals
☐ Risk of electrical shock   ☐ Vibration   ☐ Loud Noise

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:
Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.